



## MEMORANDUM

**TO:** ALL INTERESTED PARTIES

**FROM:** LSC Office of Program Performance

**RE:** Applicants' Informational Session

**DATE:** March 15, 2006

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**LSC will hold an Applicants' Informational Session (AIS), on Tuesday, May 16, 2006 (2:00 p.m. E.D.T.).** This is a free telephonic conference sponsored by LSC to assist applicants in preparing the competitive grant application and to promote participation in the competitive grants process. The conference is scheduled to last approximately two hours, depending on the number of questions received from participants. All interested parties are encouraged to participate.

### **Registration Deadline:**

**Participants should register for the conference by May 8, 2006.** A registration sheet is included below. If you plan to participate, complete the registration sheet and e-mail it to LSC at [AISitems@lsc.gov](mailto:AISitems@lsc.gov) either as a Word document or a portable document format (PDF) file.

As part of the registration process, participants are asked to provide up to five questions, pertaining to the LSC competitive bidding process. Participant questions will be answered by panel members during the conference. Having participant questions in advance allows the conference panel to organize its discussion around the interests of participants, and efficiently respond to applicant questions.

### **Conference format:**

The conference will be provided in "listen only" format (i.e., participants can listen to the panel discussion, but cannot orally ask questions of the panel members).

**During the telephonic conference, additional questions may be submitted to the panel by e-mail.** (You may use your Registration Form for e-mailing additional questions. Prior to submitting your registration, please make copies of the form as necessary.)

The panel will respond to questions e-mailed throughout the conference and address the requirements of a qualified grant proposal, the RFP, and the competitive bidding process.

### **Conference Questionnaire:**

A brief questionnaire is also provided below. Its purpose is to allow you to evaluate the effectiveness of this conference. Please e-mail your completed questionnaire at the conclusion of the conference.

**Instructions for participating in the informational session including the toll-free conference number will be made available to applicants upon receipt of their registration.**

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**Conference Date:** Tuesday, May 16, 2006  
**Conference Time:** 2:00 p.m. to 4:00 p.m. (E.D.T.)

**Send Conference Registrations To:** [AISitems@lsc.gov](mailto:AISitems@lsc.gov)

**Send any inquiries regarding this notice to** [AISitems@lsc.gov](mailto:AISitems@lsc.gov).

**LEGAL SERVICES CORPORATION  
GRANTS COMPETITION  
APPLICANTS' INFORMATIONAL SESSION  
REGISTRATION FORM**

\_\_\_\_\_  
(Participant's Name)

\_\_\_\_\_  
(Participant's Telephone Number)  
Include Area Code

\_\_\_\_\_  
(Participant's Title)

\_\_\_\_\_  
(Participant's E-Mail Address)

Program Name\_\_\_\_\_

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Clearly print your questions pertaining to the Grants Competition in the space provided below.  
*(Please note that you need not provide questions at this time to register for the conference.)*

Question # 1:

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Question # 2:

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Question # 3:

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Question # 4:

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Question # 5:

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**E-mail your questions to LSC at [AISitems@lsc.gov](mailto:AISitems@lsc.gov) by May 8, 2006.**

Instructions for participating in the informational session (including the toll-free access number) will be made available upon receipt of the registration form.

**Legal Services Corporation  
Applicant Informational Session Evaluation**

\_\_\_\_\_  
(Name and Telephone Number of Conference Participant)

\_\_\_\_\_  
(Date)

**SECTION A: (EFFECTIVENESS OF THE TELEPHONIC CONFERENCE)**

**YES    NO**

1	Did the telephonic conference provide an understanding of the information needed to prepare the competitive grant application?		
2	Was the telephonic conference an effective medium for exchanging information about the Request for Proposal (RFP)?		
3	Did the panel members provide effective and complete responses to your questions?		
4	Was an adequate amount of time allotted for the conference?		
5	Did you leave the conference before it ended?		
6	Did you submit a list of questions to the panel prior to the conference?		
7	Did questions raised by other participants provide you with useful information?		
8	Do you prefer participating in telephonic conferences from your office instead of traveling to conference sites away from your office?		
9	Did you include other members of your staff in the telephonic conference?		
10	Were you able to hear the conference panel members clearly?		

**SECTION B: (ALTERNATIVES TO TELEPHONIC CONFERENCING)**

11	Do you feel a traditional conference workshop would have been more suitable for discussing questions related to the RFP?		
12	Would you pay the expense to travel to a conference workshop site?		
13	Do you feel a video conference would have been more suitable for discussing questions related to the RFP?		

**SECTION C: (MISCELLANEOUS)**

14	Are you a current or previous recipient of LSC funding?		
15	Please state your suggestions for improving the effectiveness of the conference: _____ _____ _____		

**Please e-mail your completed questionnaire to AISitems@lsc.gov at the conclusion of the conference.**